

Hazard Register

Recycling and Refuse Hazards

AREA	HAZARD	RISK TYPE	CONTROLS TO MINIMISE RISK
All Areas	Electrical Plugs Extension Cords/Leads Electrical Appliances	Electrocution Energy	<ul style="list-style-type: none"> All electrical installations conform to AS/NZ Standards. Keep power points dry and report any faults immediately. All leads to have electrical inspection tags. Leads shall be kept out of traffic ways wherever possible practicable to prevent trips and falls. Use RCD device in wet areas.
All Areas	Mobile Plant and Traffic	Injury Crushing	<ul style="list-style-type: none"> Only trained and authorised persons are to operate SDC forklifts, vehicles and other mobile plant. Evidence of training eg licences or certificates must be sighted. Be aware that mobile plant is operating in the areas. Hi Viz vests must be worn when operating around mobile plant.
All Areas	Machinery	Injury Pinch points	<ul style="list-style-type: none"> Be aware that machinery can start up at any time. Isolate the power source before removing any guards, doing maintenance or cleaning down machinery.
Kerbside Collection	Moving Vehicles	Injury Falls Run over	<ul style="list-style-type: none"> Be aware vehicle could move at any time (roll back/roll forward). Maintain three points of contact while vehicle is in motion. The runner is to ensure the sorter is prepared before signalling the driver to move. The runner will wave arm in an up and down motion before the driver will move.
Kerbside Collection	Rubbish Bags	Cuts Sprains and strains Infection	<ul style="list-style-type: none"> Always handle bags by the handles. Do not throw heavy bags. Ensure bags are tied before throwing. Watch for sharp objects poking through the bag. Do not throw bags that have sharp objects protruding. Wear gloves.
Kerbside Collection	Recycle Bins	Injury	<ul style="list-style-type: none"> Be aware that recycle bins contain sharp objects. Overfilled bins must be emptied to a safe level before handing to the sorter. Bins containing dangerous materials or non-recyclable goods should not be picked up.
All Areas	Unidentified Dangerous Goods	Explosion Chemical spill Burns Inhalation	<ul style="list-style-type: none"> Do not handle unknown dangerous material. Do not collect any leaking containers. Wear overalls, gloves and safety visor when handling chemicals. Store goods in dangerous chemical storage facility. Document goods stored type and quantity. Comply with HSNO standards.

AREA	HAZARD	RISK TYPE	CONTROLS TO MINIMISE RISK
Kerbside Collection	Emergency Stops	Injury Whiplash Falls	<ul style="list-style-type: none"> Be aware that the driver may need to stop suddenly at any time. To signal to the driver that an urgent stop is needed rattle the cage and call out to the driver to stop.
All Areas	Public Access	Injury	<ul style="list-style-type: none"> All visitors and members of the public must be accompanied and supervised on site.
All Areas	Working in Isolation	Injury Emergency Personal attack	<ul style="list-style-type: none"> Have a cellphone with you or ensure someone is aware of your whereabouts and scheduled time of return. Have an emergency contact programmed into your phone. Avoid working in areas with public access outside of daylight hours. Check surrounds for suspicious activities before entering.
All Areas	Sharp Objects	Cuts Infections	<ul style="list-style-type: none"> Exercise extreme care when removing rubbish from containers. Wear thick gloves and carry rubbish bags by the top. Visually look at bags to ensure no sharp objects are protruding. Be mindful of syringes and the like in public access areas.
All Areas	Poor Hygiene and pollution	Illness	<ul style="list-style-type: none"> Ensure hands are washed after handling rubbish and recycled goods. Avoid hand to mouth contact while handling rubbish and recycling.
Recycle Centre	Glass Crushing	Cuts Eye injury	<ul style="list-style-type: none"> Keep hands clear of opening. Wear leather gloves and safety glasses. Only trained staff to use.
Recycle Centre	Pressing Refuse	Trap points Crushing Impact	<ul style="list-style-type: none"> Do not overfill presses. Ensure fadge pins/clips are in place. Ensure safety chain is engaged while press is operating.

(Name/Company Name)

Signed as Read and Understood

Date